

ASSISTANT DIRECTOR OF PARKS AND RECREATION

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work planning and directing all recreation and parks and facilities activities for the County; does related work as required. Work is performed under general supervision. Supervision is exercised over assigned department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with planning, organizing, directing and administering County-wide recreation and parks programs; assisting with planning and administering departmental programs and budgets; coordinating work with County Administrator, Parks and Recreation Board and other departments; preparing and maintaining records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in the preparation of annual operation and capital budgets.
- Assists in oversight of the budgetary and financial elements of the Department to include Federal, State and private grants and donations.
- Implements strategies and fosters development of alternative sources of funding, equipment, property and labor which may include the arguments to be made in favor or resources acquisitions in front of a public hearing, board presentations, and/or grant presentations.
- Authorizes the requisitions of supplies and equipment within parameters set by the Director; assesses equipment needs, and implements systems to guide maintenance of departmental resources.
- Researches availability and cost, prepares specifications and solicits the Director's approval on capital projects.
- Promotes community development and encourages cooperation and coordination among groups, local government, state government, district agency, federal agency, schools, business, non-profit and individual recreation service.
- Researches potential sites for facilities and provides recommendations concerning land development potential.
- Remains abreast of developments and trends in the field of parks maintenance and natural resources.
- Supervises and oversees capital programs for all department grounds and facilities to include the planning and designing of parks improvements, additions, and developments.
- Recommends work-flow procedures, purchasing, storage and utilization of park and recreation equipment.
- Conducts meetings to provide information and to ensure the maintenance of park grounds and facilities and planning of new construction and/or improvements.
- Assists in the oversight of management, maintenance, operations and construction of all facilities within the park system to include development of plans and specifications, development of service and maintenance standards, and works with consultants on new projects.
- Represents the department in matters dealing with development, use and maintenance of facilities and equipment belonging to Fauquier County Public Schools.
- Develops comprehensive goals, objectives, and operating procedures; monitors their execution and evaluates operations.
- Implements measures to correct problems and to improve activities.
- Recommends management priorities to the Director and establishes schedules and work plans.
- Participates in the development of annual plans for each region/section.
- Provides daily leadership and supervision to the regional superintendents and support staff.
- Attends meetings of the Board and Supervisors as required.
- Responds to inquiries; reports on activities and operations; presents the needs of the department to the Director.
- Represents the Director and the agency at meetings with County staff, various boards, commissions and citizen groups.
- Serves as liaison with local, regional, state, federal resources offices and the private sector to coordinate services and share information.
- Establishes and maintains working relationships with departmental regions and County agencies to provide effective coordination of activities and services.
- Performs highly responsible administrative and professional work assisting the Director with authority to act for the Director in his/her absence.
- Evaluates effectiveness and efficiency of operations for optimal service levels; recommends adjustment to personnel and/or agency organization as needed.
- Coordinates the development of standard operating procedures for each region/section and updates annually.
- Provides general direction to the work efforts of the department's functional groups to coordinate work supporting goals and strategies of the Board of Directors.
- Prepares and/or directs the preparation, maintenance and submittal of records; reports relative to division operations and activities.
- Analyzes current programs and services and reports results to public, staff and board.
- Conducts interviews; makes employment recommendations to the Director; trains and analyzes the duties and responsibilities of staff.
- Assists Director and/or Regional Superintendents on personnel and other management practices and problems.
- Addresses employee concerns/problems; counsels, disciplines and completes and/or reviews employee performance evaluations;

- terminates employees as needed.
- Reviews and coordinates the development of staff training manuals.
- Promotes individual growth and development of professional staff as needed to assure optimal productivity and quality.
- Assists in the development of long range planning as they relate to programs, facilities, services and operations.
- Researches the feasibility and impact of proposals; reports findings and makes recommendations.
- Develops management plans and strategies for long and short range agency goals and objectives ensuring Department's future goals are consistent with overall County priorities and objectives.
- Plans, develops and implements five year capital improvement plan (CIP) for the department.
- Studies community; establish and implements strategic plans as necessary for departmental response to existing and forecast needs including Comprehensive Plan for Parks and Recreation and Open Space, Greenway Plan, Comprehensive Maintenance Plan, Equipment Replacement Plan, etc.
- Conducts special studies and investigations into the County's recreation needs and development of new programs.
- Evaluates narrative and statistical data, draws conclusions, takes necessary action, and prepares reports.
- Develops overall plans and direction for all services (programs, events, rental, concession, parks, historical sites, information, etc.).
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.
- Ensures adherence to established safety procedures.
- Monitors work environment and safe use of safety equipment to ensure safety of employees and other individuals.
- Initiates any actions necessary to correct deviations or violations.
- Assures compliance with privacy, protection and freedom of information laws; maintains confidentiality of departmental issues and documentation.
- Provides input into the development of and administers department policy, rules and regulations and interprets policies.
- Assists in review of Department policies and procedures to ensure they are consistent with County and Department guidelines.
- Provides professional and policy advice, interpretation of plans/ordinances, makes recommendations, assists divisions in attaining consistency and supervises departmental personnel functions.
- Consults with director and staff to determine actions and decisions requiring board review and consideration; ensures that the board and the board committee agenda item preparation is completed and distributed as required to meet timelines and qualitative standards.
- Responsible for implementing all directives, policies and actions of the Parks and Recreation Board.
- Oversees the collection, documentation and retention of board meeting records to facilitate effective retrieval of board information and resources of staff and board.
- Provides leadership for department-wide initiatives.
- Responsible and accountable for effective administration of major Department projects and reports as assigned; examples of major projects include but are not limited to: CIP, Budget development, project implementation, development of the Department's Annual Report, etc..
- Organizes, assigns and supervises preparation of complex consultant/staff studies and research projects affecting the Park and Recreation needs of the county citizens.
- Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff; assists with complex/problem situations and provides technical expertise.
- Promotes service and maintains public's confidence and satisfaction in the department.
- Investigates ways in marketing the activities/products of the department.
- Recommends, installs and maintains system to obtain and analyze feedback from citizens and staff regarding services, public hearings/meetings.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of all phases of community recreation activities and their administration; comprehensive knowledge of the principles and methods of park and playground planning and development; thorough knowledge of the principles and practices of public administration with special reference to personnel and budget administration; ability to develop and execute a well-rounded program of recreation activities; ability to cooperate with and interpret recreational philosophies to County authorities and private groups and agencies and the general public; ability to communicate complex ideas effectively, both orally and in writing; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with government officials, volunteers, community groups, media, the board, associates and the general public.

EDUCATION AND EXPERIENCE:

A Master's degree in Recreation Management, Natural Resource Management, or related field from an accredited college or university plus 6 years of progressively responsible and successful experience in the administration of recreational programs and in the development, planning and operation of recreational facilities.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or

constantly to move objects; work requires stooping, standing, reaching, walking, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and the ability to receive detailed information through oral communications and/or to make fine distinctions; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.